

SAN JOAQUIN COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
7759 SOUTH AIRPORT WAY, STOCKTON, CA 95206

www.sjmosquito.org

OFFICE SECRETARY

San Joaquin County Mosquito and Vector Control District is now accepting applications for the position of Office Secretary. Under general direction, this position performs an array of administrative and clerical functions.

Duties, responsibilities, qualifications

Please see the attached job description/class specification for stated duties and responsibilities.

Compensation

Salary: \$1,502.27 - \$1,826.01 biweekly (approximately \$39,059.04-\$47,476.32 annually)

Benefits: Health insurance benefits, including medical, dental, vision, life/STD/LTD insurance (employee may pay portion(s) of some of the premiums for some of the plans); longevity pay plan; vacation leave; sick leave; paid holidays; defined-benefit retirement plan (SJCERA); educational reimbursement plan.

Selection

A screening panel will review all applications meeting the minimum education and experience requirements, and may select those most qualified to participate in an interview, and oral and written exams. The successful candidate shall serve a probationary period of not less than one year from the date of appointment.

Interested parties who meet the qualifications must submit a District application with an attached resume listing three (3) verifiable and up-to-date work references. To obtain an application, please contact the Office Secretary at the Mosquito and Vector Control District at 7759 South Airport Way, Stockton, CA 95206.

**The District must receive
February 14th at 3:30 p.m.**

2/20/14 Thursday
@ 2:28 pm

Called District and spoke
briefly with Emily (?) ♀
who said office Secretary
position was still open and
an application could still
be picked up. Stated
deadline online said 2/14/14.

- Antonio Parra

SAN JOAQUIN COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

OFFICE SECRETARY

DEFINITION:

Under direction, performs administrative and clerical work of considerable difficulty and complexity in various District office settings; performs quasi-administrative/analytical and office technical work within the secretarial role; may be responsible for clerical office management and/or oversee a small group of other clerical/technical employees as a related, but not definitive, duty; and does related or other work as required in accordance with District Policy 2900.

CLASS CHARACTERISTICS:

This is the full working-level class in the position of Office Secretary. Incumbents in this class usually perform administrative and clerical work for administrative, management and technical employees. Consequently, the level of administrative and clerical work expected of incumbents is greatly impacted by the management focus and related advanced nature of the assignments. Incumbents are expected to apply substantial initiative and independent judgment to their work, which also includes quasi-administrative/analytical duties.

TYPICAL DUTIES:

1. Performs full administrative and clerical support, usually to one or more work units; acts as a liaison between the manager(s) and staff and may represent management in sensitive and confidential situations; develops and recommends procedures applicable to areas of assignment; develops and implements systems for improving the efficiency and effectiveness of assigned operations; monitors deadlines and calendars as assigned and develops/maintains control and tracking systems; assists with the arrangement and coordination of complex meetings, seminars or classes; arranges for travel and transportation.
2. Receives and screens visitors and calls, using substantial judgment in their disposition; interprets and explains specialized and complex information regarding established rules, regulations, policies, procedures and technical office operations to managers, outside agencies and others; researches difficult and complex issues; obtains information from managers, staff, and others; identifies and seeks to meet customer needs, maintaining tact and diplomacy and using good judgment regarding sensitive/confidential matters; provides customer service in a calm, helpful and effective manner.
3. Relieves superiors of quasi-administrative/analytical duties in areas such as personnel management, payroll, purchasing, inventory, systems maintenance and/or similar functions; gathers, analyzes and maintains specialized and complex information related to office administrative operations, including administration of the budget; reviews and analyzes complex administrative and operational records to identify needed information; researches, compiles, maintains and processes statistical, financial and/or other numerical data to support highly specialized office functions; may perform highly-advanced clerical accounting duties.
4. Prepares a variety of difficult and complex reports, letters, resolutions and other documents with substantial independence, utilizing a highly advanced knowledge of specialized subject matter; develops and maintains complex spreadsheets and

databases, either by hand or computer; maintains data and develops reports for administrative and operational purposes.

5. Develops and maintains specialized filing systems, including coding and indexing various records and/or administrative and operational documents; prepare master lists and control files.

6. Applies internal and external laws, regulations, ordinances and policies as they relate to assigned responsibilities; may produce and/or issue complex documents and complete complex forms for the purpose of documenting specialized program-related information.

7. As an incidental duty, may oversee a small group of clerical and/or technical employees; provides training as assigned; develops, organizes and distributes training materials as appropriate.

MINIMUM QUALIFICATIONS:

Experience: Four years of general clerical, secretarial and/or office technical work, including at least two years performing duties at or above a full-journey level.

Substitutions: a) Two years of verifiable business training in an approved vocational training program may substitute for two years of the above-required experience; or b) Completion of 30 semester/45 quarter credit units of job-related curriculum at an accredited college or university may substitute for one year of the above-required experience.

And

Certificates: If required by the nature of the assignment, 1) possession of acceptable typing/keyboarding or other certification of ability to input data at the rate of 45 words per minute; and/or 2) possession of an acceptable proficiency certificate in one or more computer software programs.

Special Requirement: This position requires the ability to use computers and word processing equipment. Knowledge and demonstrated proficiency in the use of MS Office, with emphasis in Access, Excel, Outlook and Word are required.

Knowledge of: Advanced administrative and clerical office practices and procedures, including office management; principles and practices of prioritizing, planning and organizing work; advanced clerical practices related to personnel management, payroll, labor relations, purchasing, inventory control, clerical accounting, and systems development/maintenance; advanced clerical methods of researching, gathering, organizing and reporting data; fundamental analytical principles and processes; personal computer systems and general office computer software; public relations techniques; interviewing techniques; advanced filing and record keeping systems; complex correspondence and report formats; advanced clerical accounting methods and practices; principles of training and supervision.

Ability to: Provide administrative and clerical support to managers and other staff; perform quasi-administrative/analytical work related to assist management with various specialized office activities; research, interpret, and apply complex laws/regulations, program policies/procedures, and third-party rules/requirements related to areas such as personnel management, payroll, labor relations, purchasing, inventory control, clerical accounting and systems development/maintenance; evaluate and establish priorities; gather, organize, input and maintain complex information, including financial or program-specific data; provide/obtain

detailed information to/from others as appropriate, including confidential and/or otherwise sensitive information; utilize advanced office procedures and equipment; follow complex oral and written procedures and directions, establish and maintain effective working relationships with others, even in difficult situations; communicate effectively with others; write clearly and legibly; perform advanced arithmetical operations; lead or supervise others.

Physical/Mental Requirements: Mobility—frequent operation of a data entry device, repetitive motion, sitting for long periods, walking; occasional standing, pushing, pulling, bending, squatting, climbing; Lifting—frequently 5 pounds or less; occasionally 5 to 40 pounds; Visual—constant good overall vision and reading/close-up work; frequent color perception and use of eye/hand coordination; occasional use of depth perception and peripheral vision; Hearing/Talking—frequent hearing of normal speech, hearing/talking on the telephone, talking in person; Emotional/Psychological—frequent decision making, concentration, and public contact; Special Requirements—some assignments may require working overtime, including weekends and nights; Environmental—occasional exposure to varied weather conditions.

Revised 8/18/08